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ABSTRACT

Intended for parents of young children with disabilities in Texas, this booklet describes the Texas early childhood intervention (ECI) program and identifies parent rights. An introductory chart summarizes five steps of family centered services (from assessment and evaluation to the annual Individualized Family Service Plan meeting) in terms of what happens, when it happens, and why it happens. The booklet then goes on to describe the following elements: an overview of the process, eligibility, requirements of written notice, the assessment process and parent rights, the Individualized Family Service Plan (IFSP) meeting, requirement components of the IFSP, a list of services available, options for service settings, the transition plan into the local school district program, the parent's rights regarding the child's records, confidentiality, and due process and complaint procedures. Four sources of additional information and assistance for parents are listed. Finally, the statewide structure of the early childhood intervention program is briefly described, laws governing ECI programs at the state and federal levels are listed, and definitions of relevant terms are attached. (DB)

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SETTING YOUR COURSE IN ECI

A Rights Handbook for Families with Children in the Texas Early Childhood Intervention Program

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8/91

SETTING YOUR COURSE IN ECI

A Rights Handbook for Families with Children
in the Texas Early Childhood Intervention Program

The Texas Early Childhood Intervention Program
1100 W. 49th Street

Austin, Texas 78756

Dear Parent,

Welcome to the _____ Program. Your program is one of many local early childhood intervention programs throughout Texas which are part of a statewide system. You, your program, and we at the state office are partners in providing services for your child and family.

This booklet will explain early childhood intervention and your rights. As a parent, you can take action to make changes as needed. To take action, you need to know about early childhood intervention and about what your rights are.

If you have any questions after reading this booklet, please ask your program staff, or call the ECI state office at 512-458-7673. Names and telephone numbers of other organizations you can contact for information are given at the back of the booklet.

Sincerely,

Mary Elder

Mary Elder
Administrator
Texas Early Childhood Intervention Program

Notice
Assessment
Consent
IFSP Meeting
Services

TABLE OF CONTENTS

LETTER TO PARENTS i

TABLE - FAMILY CENTERED SERVICES iv

SETTING YOUR COURSE 1

ELIGIBILITY 2

NOTICE 3

ASSESSMENTS 4

INDIVIDUALIZED FAMILY SERVICE PLAN (IFSP) MEETING 5

INDIVIDUALIZED FAMILY SERVICE PLAN (IFSP) 7

SERVICES 9

SERVICE OPTIONS 11

TRANSITION PLAN 12

YOUR CHILD'S AND FAMILY'S RECORDS 13

CONFIDENTIALITY 14

IF YOU HAVE A PROBLEM 15

ASSISTANCE AND RIGHTS INFORMATION TO FAMILIES 17

YOUR EARLY CHILDHOOD INTERVENTION PROGRAM - PART OF THE ECI STATEWIDE SYSTEM 19

LAWS GOVERNING ECI PROGRAMS 20

DEFINITIONS 21

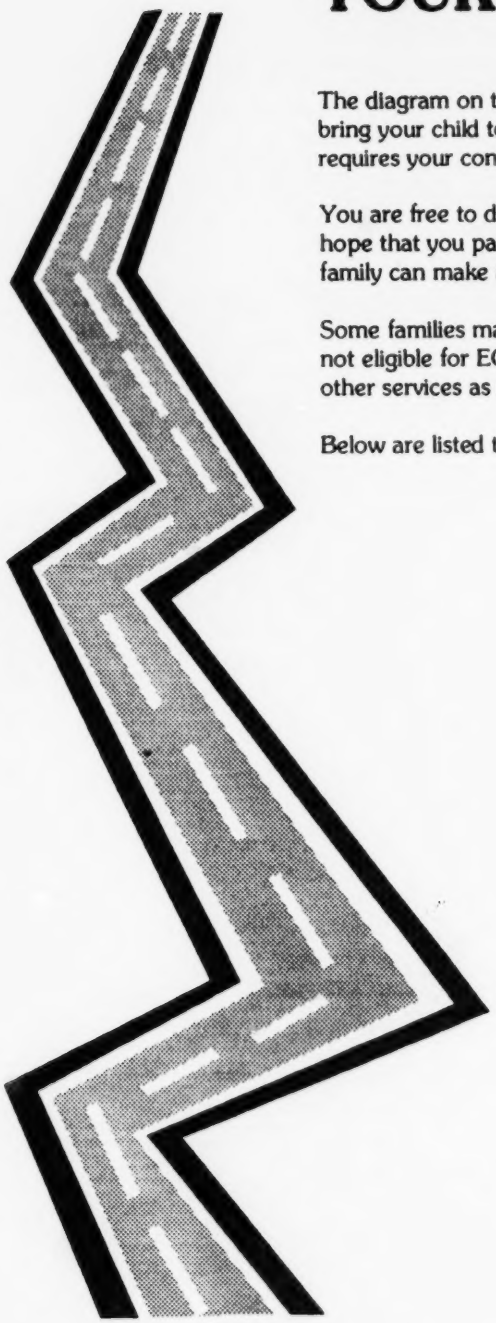
PARENTS' RIGHTS BOOKLET ACKNOWLEDGMENT FORM 23

ECI UPDATE ORDER FORM 25

FAMILY - CENTERED SERVICES

STEP	WHAT HAPPENS?	WHEN?	WHY?
1. Assessment and evaluation	• program receives referral • notice of assessment given to parents • parents consent required for assessment • assessment of child • family may request help in identifying their family's concerns, priorities and resources	• before I.F.S.P. meeting	• to provide information to the I.F.S.P. team for developing the I.F.S.P.
2. Individualized Family Service Plan (I.F.S.P.) Meeting	• prior notice of I.F.S.P. team meeting given to parents • the meeting should be held at a time and place convenient to the parents • child's eligibility determined • family's concerns, priorities and resources determined • I.F.S.P. is developed	• within 45 calendar days from the date of referral • update the I.F.S.P. annually, or more frequently, if necessary	• to make team decisions regarding the plan for services
3. I.F.S.P.	• summary of child's strengths and needs developed • services to be provided are outlined • written parent consent required before services begin	• developed during the I.F.S.P. meeting • carried out for the time period stated in the I.F.S.P.	• to make sure that the plan for services and supports meets the individual needs of the child and family
4. I.F.S.P. Review	• prior notice of review meetings given to parents • parent and case manager or person working with the child review the I.F.S.P. • if changes in I.F.S.P. services are indicated, an I.F.S.P. team meeting is requested	• six months after the initial or annual I.F.S.P. meeting • more frequently, if necessary	• to ensure that the I.F.S.P. continues to meet the needs of the child and family
5. Annual I.F.S.P. Team Meeting	• prior notice of I.F.S.P. meeting given to parents • continued eligibility determined • services discussed and revised if necessary • parent consent required before services begin	• at least annually • more frequently, if necessary	• to ensure that the I.F.S.P. continues to meet the needs of the child and family

SETTING YOUR COURSE



The diagram on the opposite page shows what happens from the first time you bring your child to an ECI program until your last visit. Each step in the process requires your consent and your involvement.

You are free to decide how involved you want to be in your child's services, but we hope that you participate actively. Your concerns, priorities, and strengths as a family can make a difference in planning and carrying out services for your child.

Some families may complete the initial assessments and find that their children are not eligible for ECI services. If this happens to you, the staff can help you find other services as needed.

Below are listed the steps you follow as you enter an ECI program:

- You or someone else calls (is referred to) the program.
- You talk with the staff about the program. (This is called intake.)
- You give written permission to have your child assessed.
- Assessments are completed.
- You agree to an Individualized Family Service Plan (IFSP) meeting.
- An IFSP meeting is held at which you and the staff develop an Individualized Family Service Plan. The meeting is held within 45 days of referral.
- You decide whether or not you agree with the IFSP and then give your consent if you agree.
- Services begin.
- The plan is reviewed with you every six months or whenever you request a review.
- A plan to prepare for transition to other services is developed approximately 12 months prior to your child leaving the ECI program at age 3.

ELIGIBILITY

To be eligible for ECI services, a child must:

be under age 3

AND

be a resident of the State of Texas

AND

be documented as developmentally delayed

Developmental delay is a delay in one or more of the following areas of development: cognitive, motor, speech/language, social/emotional or adaptive development (self-help skills).

A team which includes you as parent and professionals representing different areas of specialty, such as teaching, speech therapy, occupational therapy, or physical therapy must decide whether your child has a developmental delay and is eligible for services.

Developmental delay can be determined by assessments, which include tests and observations of your child's activities.

OR

have a medically diagnosed physical or mental condition that has a high probability of resulting in delay.

Examples of these conditions include but are not limited to:

- genetic syndromes such as Down syndrome
- endocrine/metabolic syndromes
- sensory impairments, including vision and hearing
- certain developmental defects
- fetal environment syndromes (includes mothers'drug, alcohol abuse)
- severe attachment disorders
- certain facial/skeletal abnormalities
- some skin/hair abnormalities
- certain skeletal dysplasias
- some connective tissue abnormalities

NOTICE

The ECI program must give you written notice at least 10 days before assessments, each Individualized Family Service Plan (IFSP) meeting, and each IFSP review meeting.

The notice will tell you:

- what the ECI program is proposing to do
- what records or reports are being considered
- about your rights to confidentiality
- about rights to appeal if you aren't happy with the decision(s)
- about your right to refuse services and what your choices are if you refuse services

Written notice will give you time to plan and prepare for the assessments and meetings. For example, you may need to find a babysitter, arrange transportation, or you may wish to invite family members or others who know you and your child. However, if you want an earlier meeting time, the program can give it to you if space and time permit. The meeting must be held at a time and place convenient for you.

Notice must be provided in your native language, or in sign language or braille. Ask for help from the ECI program if you don't understand the notice or if you need an interpreter.

ASSESSMENTS

When you enter an ECI program, trained ECI staff assess your child to evaluate whether she or he is eligible for the program and to determine his or her strengths and areas of need.

Children are assessed in all areas of development. Only people who are trained may assess your child.

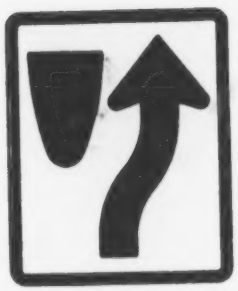
The assessments may take place in one meeting or in a series of meetings. They may be completed at a separate time from the IFSP meeting (described on page 5) or immediately before the IFSP meeting.

You have the right to ask the person who is assessing your child about what the assessment includes. You might want to know the name of the tests, the information they are designed to gather, and what the results mean.

If you disagree with the results you have a right to say so.

You may request annual assessments of your child.

Before your child's assessments:



- You must be given at least 10 days notice of the date and time of assessments. The 10 days notice gives you time to plan transportation, and to arrange babysitting for other children, etc. If you want an earlier or later time, the program can give it to you if space and time permit.
- You must sign a consent form agreeing to have the assessment.
- You must be informed of all records to be used in determining eligibility. These include any medical records or history or reports from other agencies or professionals.
- Your permission is needed if agencies are going to exchange information about your child.

INDIVIDUALIZED FAMILY SERVICE PLAN MEETING

Looking back on our ECI years, I think the most important thing was learning to be a part of the process - part of a team."
-a parent-

The Individualized Family Service Plan (IFSP) is a plan of services for your child and your family. (See the Services section of this brochure for more information.)

The Individualized Family Service Plan (IFSP) meeting takes place within 45 calendar days (includes weekend days) from the date your child was referred to the program. At this time, your family and the rest of the IFSP team members review the information gathered from assessments to decide whether your child is eligible for services.

The IFSP team must include the following members:

- you (the parent(s) or guardian(s))
- A minimum of two professionals from different disciplines. One of these must be the service coordinator (case manager) who has been working with your family since intake or the person responsible for carrying out your child's IFSP. The other must be a person who assessed your child.

You can ask the following additional people to be on the team:

- other family members or people who help take care of your child
- an advocate or person outside your family

If your child is eligible for services, the team, including you as an important member, decide what services your child and your family need.

The IFSP must be reviewed every six months by you and the person responsible for carrying out the IFSP. The meeting must be held at a time and place that is convenient to you.

A meeting with all the team members is held once a year to evaluate the IFSP, or any other time you or the staff think it is necessary.

"I learned that my knowledge of my child was so important in deciding on the goals for the IFSP,"

-a parent-

Before the IFSP Meeting:

* You must be given at least 10 days notice of the date and time of the meeting. Some programs prefer to have the IFSP meeting immediately following the assessments. However, you have the choice to have the IFSP meeting 10 days after the assessments are completed.

* You must receive notice of what records or reports will be reviewed. These are primarily the assessments completed by members of the team.

At the meeting, you have a right to:

* have an interpreter present, if you are hearing-impaired or have a native language other than English

* bring family, friends, or advocates

* be actively involved in developing the plan

* discuss any service you feel will be helpful to your child or family

* refuse to consent to services recommended by the IFSP team

* agree to some but not all suggested services

* agree to the services suggested but disagree with how often or where the services will be provided

* be given information regarding your rights, including the right to mediation or a hearing, if you disagree with the plan of services

* take the IFSP home to think about or discuss with another family member before signing it

* sign the IFSP to show that you are present and consent to the services in the plan

REMEMBER THAT SIGNING THE IFSP MEANS THAT YOU CONSENT TO THE SERVICES IN THE PLAN.

THE INDIVIDUALIZED FAMILY SERVICE PLAN (IFSP)

WHAT IT INCLUDES

"The IFSP is such a valuable tool - it is my guarantee that my child's needs are being met - that the ECI staff are working on what we've agreed is important for my child's development. "

-a parent-

At your child's IFSP meeting, you and the other members of the IFSP team develop a written "Individualized Family Service Plan," or IFSP. It describes the services your child will receive, when and where you child will receive the services, and who will deliver the services. The IFSP may also include, with your permission, services that your family will receive.

The IFSP must include:

- a summary of assessments
- a statement of your child's strengths and needs
- a statement of the changes (outcomes) you want for your child or your family, and what is needed to make those changes
- an explanation of how your child's progress will be evaluated
- a description of the services to be provided
- information about how often services will be provided
- arrangements for where services will be provided. If possible, they should be in a setting where there are children without developmental delays.
- the name of your service coordinator (case manager)
- the names of persons who will be working with your child
- starting dates and length of time the services will be provided

- a year before your child turns three, a plan to help you and your child transfer to other settings, such as Head Start, private day care, or public school preschool special education

- a description of medical or other services your child is receiving from other agencies, if appropriate

- payment arrangements for services to be provided by the ECI program

The IFSP may include, with your permission:

- a summary of your family's concerns, priorities and resources

- services your family is receiving

You may request that information regarding your family be kept separate from the IFSP.

SERVICES

Services include those already discussed in this booklet:

- assessments
- IFSP meeting
- development of the IFSP plan

Services include all of the services listed in your child's plan.

Each child and family should receive services as planned at the IFSP meeting by the family and program staff.

Child and family services include the following:

Child Services - The staff who plan services with you must consider your child's medical, social, educational, and developmental needs and the needs of your family. Instruction or services for your child must address the following areas of development as needed:

- motor development
- cognitive development
- communication development
- social/emotional development
- adaptive development (self-help skills)

Family Services- Services for parents and other family members include family counseling, family education, psychological services, and case management services.

Your child's IFSP may include family services. However, you have a right to choose not to have family services in your child's IFSP. Records of family services may be kept separately.

List of services available (based on individual needs)

Adaptive Development Services - previously known as **"self-help skills,"** services to help a child learn every day living skills, such as feeding and toilet training.

Adaptive Equipment Services - provision of equipment which has been designed or altered for special use by a child with developmental delay.

Audiology Services - testing of your child's hearing and referral for further services as needed.

Family Education - education and information about your child's delay and how you can help your child.

Family Counseling - assistance by trained personnel to improve child and family functioning.

Home Visits - services provided in your home.

Health Services - services necessary to enable a child to benefit from the other early intervention services including: clean intermittent catheterization, tracheostomy care, tube feeding, the changing of dressings or ostomy collection bags, and consultation with service providers concerning special health care needs of eligible children.

Medical Services - diagnostic or evaluation services by a licensed physician to determine a child's developmental status and the need for early intervention services. ECI programs do not pay for other medical services.

Nursing Services - health status assessments, nursing care to prevent health problems or improve functioning, administration of medications and regimens prescribed by a licensed physician.

Nutrition Services - services provided by a licensed dietitian or nutritionist who determines your child's nutritional status.

Occupational Therapy - services to help children learn skills needed for play and for daily living, designing and providing assistive devices to help children improve their ability to perform.

Physical Therapy - services to identify movement problems and to help prevent or reduce movement problems.

Psychological Services - counseling, assessments of functioning, assessments of counseling, and interpretation of behavior.

Service Coordination - previously called **"Case Management,"** assistance in obtaining the services you and your child need, answers to your questions about ECI services and help in finding other services in the community

Social Work Services - assessments of the child within a family context. Counseling and social skill building activities.

Speech/language Therapy - services to help children who are behind in understanding language or in speaking.

Special Instructional Services - services to help children develop learning skills.

Transportation - transportation to and from services as needed.

Other services which may be available

Respite - temporary child care to give your family some time apart from the child who is receiving ECI services.

SERVICE OPTIONS

Where, when, and how often your child receives services will be decided at the IFSP meeting and will depend upon your child's developmental, social, and medical needs.

Options for service settings include:

- individual services delivered in your home
- individual services delivered at an early intervention program or other site
- group services delivered at a site with other children

Services must also be offered at times when you can attend (even evenings).

Services must be available for 48 weeks per year.

You can choose how much you want to participate. Some families may want to be very involved in their child's services. Some may not.

Services must be provided, where possible, at locations where there are also children without developmental delays or disabilities.

ECI programs cannot provide child care for children. However, program personnel can assist families in locating child care services.

TRANSITION PLAN

Your ECI program's services will end on or shortly after your child's third birthday.

Approximately a year before your child's third birthday, the IFSP team will develop a transition plan that includes activities to help you and your child prepare for services in your local school district, or for child care, Head Start or for other settings.

The transition activities must include:

- information and training for you regarding options for your child's future services
- assistance in preparing your child for changes in his or her services
- with your written consent, the transfer of information about your child (assessment reports, IFSPs, etc.) to the local school district, or other service provider

If children are eligible for the public school preschool program, children's services become the school district's responsibility on their third birthday. If your child is transitioning into the school district early childhood program, you will attend an Admission, Dismissal, and Review (ARD) meeting at which you will participate in the development of an Individualized Education Plan (IEP). If your child is three years old at that time, he or she will begin school.

YOUR CHILD'S AND FAMILY'S RECORDS

If you want to see your child's records, ask your service coordinator (case manager) or your child's teacher. They will obtain them for you. The ECI Program may charge you a fee for the records.

As a parent, you have the right to:

- request information about the types and the locations of records collected, maintained, or used in the program and who in the program has access to those records and when they see those records.
- request information about who has seen the records or copies of the records.
- inspect and review all records that relate to your child including:
- screening, assessment, evaluation, eligibility determinations, and the development and implementation of the IFSP
- any individual complaints concerning your child or your family
- any other records involving your child or your family
- challenge information in a record you believe is inaccurate or misleading or violates the privacy or rights of your child. You may request that such information be corrected and appeal a program's refusal to amend those records. If you lose your appeal, you may place a statement in your child's record stating why you disagree with the decision made in the appeal.
- have the ECI program notify you when your child's records are no longer needed. This is usually five years after your child has left the program. The records may be destroyed at that time without your consent.
- when the records are no longer needed by the program, have the records destroyed at your request or have the personally identifiable information removed.
- obtain a copy of your program's policy on confidentiality.

Your requests must be acted upon and explained within 45 days.

The ECI program may keep a permanent record of your child's name, address, and telephone number.

CONFIDENTIALITY

Program staff may share information which would allow others to identify you and your child only when you permit them to do so.

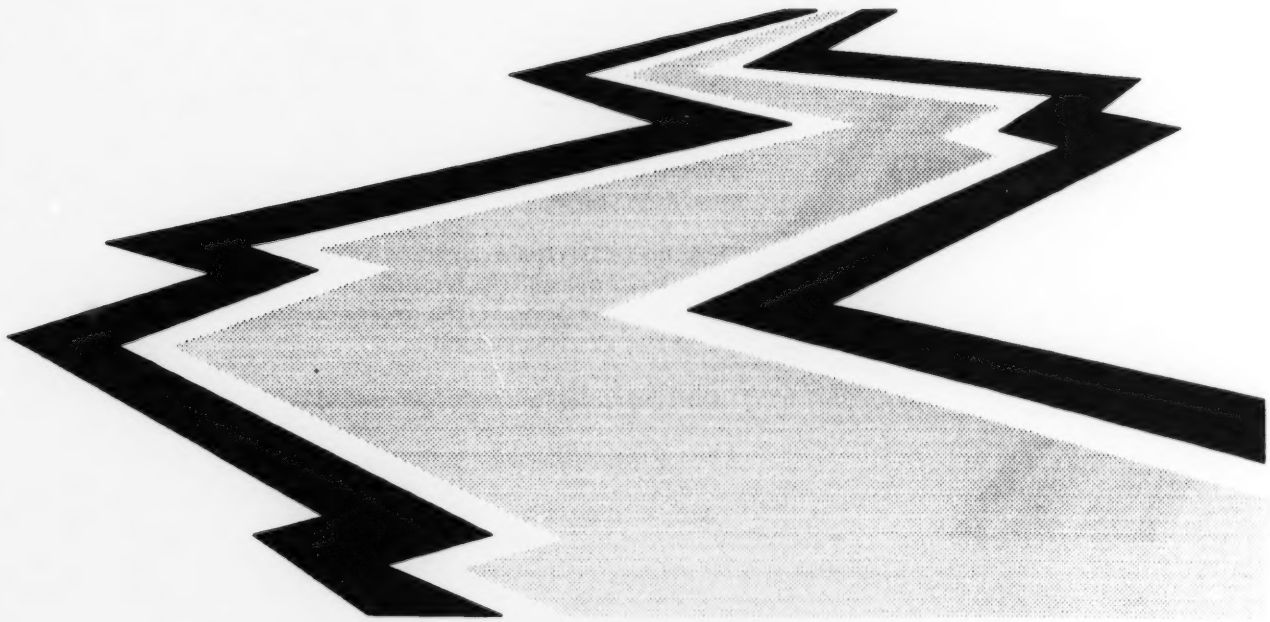
This means that program staff must ask for your permission before they share information about you or your child with other agencies or professionals.

Programs must have a list of the records they keep, where they keep those records, and who is responsible for maintaining them. They must also maintain a list of who has access to your child's records and when they see those records or copies of the records. You can see the list if you wish.

The ECI program must inform you...

- upon initial enrollment into the program, and every year thereafter, of your rights to confidentiality according to the Family Educational Rights and Privacy Act (FERPA)

- that you have a right to request local policies and procedures regarding how confidentiality is protected



IF YOU HAVE A PROBLEM

Occasionally, parents and ECI program staff disagree. These disagreements can frequently be resolved through open discussion. It is recommended that you speak first with the staff member with whom you disagree. Then if your disagreement is not resolved, speak with the director of your child's program. **All ECI programs have complaint procedures. You have a right to ask for a copy of your program's complaint procedures.**

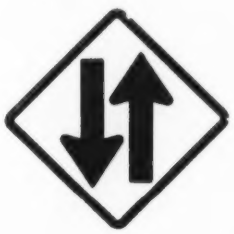
If your problem is not solved to your satisfaction through discussion at the program level, you may take your complaint to the ECI Administrator at the state level to be resolved through a complaint, mediation, or hearing process. You can also skip the local level and take your problem directly to the state level if you wish.

1. *Complaint Process*

If you feel that the ECI program has disregarded or violated a federal or state rule in regard to your child, you may file a written complaint with the State ECI Program Administrator.

You should state in writing your disagreement related to any services being offered or not being offered. Upon receipt of the written complaint, the Texas ECI Program Administrator will assign a staff person to investigate. You will be notified of the final decision by the ECI Administrator within 60 days of receipt of your report. If you do not agree with the final decision of the Texas ECI Program Administrator, you have the right to request that the Secretary of the United States Department of Education review it. **To file a complaint, contact:**

ECI Administrator
Texas Department of Health
1100 West 49th Street
Austin, Texas 78756-3199



or call (512) 458-7673.

2. *Mediation*

Mediation is a problem-solving process in which a specially trained person will help you and the ECI program solve the problem. This process may be used only when you and the program both agree to participate. You both must be willing to abide by the mediator's decision.

The Texas ECI Program Administrator may offer mediation as an alternative to proceeding with a complaint investigation. You do not have to agree to mediation if you do not believe it will be effective. If you use a mediation process, the investigation of the complaint will be suspended.

You may request mediation by writing

ECI Administrator
Texas Department of Health
1100 West 49th Street
Austin, Texas 78756-3199

or calling (512) 458-7673.

3. *Hearing Process*

You have the right to request a hearing with an impartial hearing officer at any time. The Texas ECI Program Administrator will appoint an impartial hearing officer. The hearing officer will not be an ECI Council member, ECI administrative staff member, or an employee from any program involved in providing services to your child or your child's family, or have a personal or professional interest which would conflict with his or her ability to make a decision.

The hearing officer must notify you of the opportunity to speak within 10 days of the scheduled hearing. Each hearing must be in a time and place which is convenient for both you and the ECI program.

You may request, be advised, and accompanied to the hearing by a lawyer, or by someone with special knowledge in early childhood intervention or legal proceedings.

You may present evidence, confront, and cross-examine and require the attendance of witnesses pursuant to the Administrative Procedure and Texas Register Act, Texas Civil Statutes Article 6252-13a.

Evidence cannot be presented at the hearing unless it has been shown to you at least five days before the hearing.

The hearing must be recorded by a reporter who will then give a written or electronic record of the evidence presented to the hearing officer and to both you and the other party. All identifying information will be deleted.

The hearing officer must issue a final decision no later than 30 days after the complaint was received by the ECI Program, unless the hearing officer has granted an extension of time after a request for a hearing is filed.

Hearings are closed to the public unless you request that the hearing be open.

While the hearing is in process, if you agree, your child may continue to receive the disputed services from the ECI program.

To request a hearing, you must submit your request in writing to the following address:

ECI Administrator
Texas Department of Health
1100 West 49th Street
Austin, Texas 78756-3199

or call (512) 458-7673.

ASSISTANCE AND RIGHTS INFORMATION FOR PARENTS

Advocacy, Inc.
7800 Shoal Creek Blvd.
Austin, TX 78757
Toll Free: 1-800-252-9108
This federally and privately funded organization advocates for people of all ages with disabilities. It provides information for parents about their children's rights in the school system and can help resolve disputes.

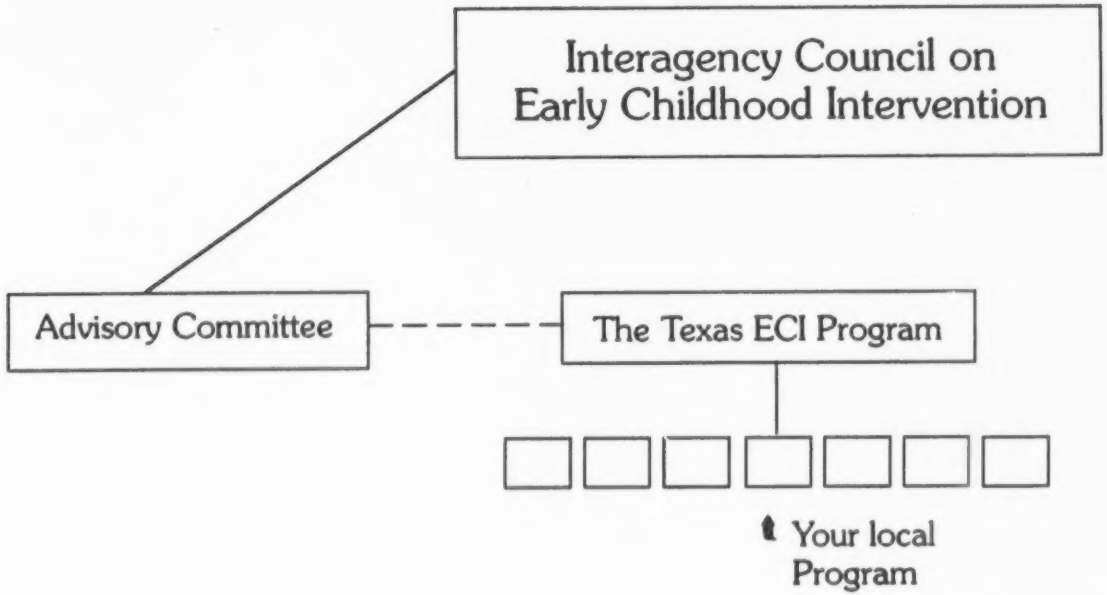
Association for Retarded Citizen/Texas
833 Houston Street
Austin, TX 78756
Toll Free: 1-800-252-9729
This organization provides opportunities for parent support and networking. ARC also advocates for the rights of children and adults with developmental delays.

P.A.T.H.
6465 Calder, Suite 202
Beaumont, TX 77707
Toll Free: 1-800-866-4726
In Beaumont 1-409-866-4726
This is a statewide parent support network for parents of children of all ages with all kinds of disabilities. It provides training, education, and referral information for parents.

Toll Free: 1-800-4-BABY LOVE
This 800 number, located at the Texas Department of Health in Austin, can provide information about local health clinics, WIC clinics, prenatal clinics, child health services, Medicaid eligibility, immunization clinics. It does not provide legal assistance.

ASK YOUR CASE MANAGER OR THE SOCIAL WORKER IN YOUR PROGRAM FOR THE NAMES OF OTHER GROUPS THAT PROVIDE INFORMATION AND SUPPORT TO PARENTS.

STRUCTURE OF THE TEXAS ECI PROGRAM



YOUR EARLY CHILDHOOD INTERVENTION PROGRAM - PART OF THE ECI STATEWIDE SYSTEM

Statewide Funding

* Your local early childhood intervention (ECI) program is one of many programs across Texas which receive funding from the Texas Interagency Council on Early Childhood Intervention (ECI Council).

* The ECI Council is funded by the state and federal governments.

Statewide Service Availability

* Through the ECI Council, services are available for families in every county in Texas.

* More than 12,000 children receive services from local programs each year.

Statewide Service Quality

* State ECI staff visit local programs to assure that you and your child receive services as required by law.

* State ECI staff also provide training and assistance to the staff of local programs to help them improve the quality of services.

Statewide Representation of Families' Interests

* A parent of a child with developmental delay represents your interests on the ECI Council.

* A state advisory committee also includes parents of children with delay.

* There is a parent of a child with developmental delay on the state-level staff. If you have further questions about how your program fits into the statewide system of services, call the state office at (512) 323-3239 and ask for the family services specialist.

LAWS GOVERNING ECI PROGRAMS

Texas State Law:

Chapter 73, Texas Human Resources Code. Interagency Council on Early Childhood Intervention. This is the law which sets up the structure and function of the Texas Early Childhood Intervention Program.

Texas Administrative Code. 25 TAC 621.1 - 621.33, 621.41 - 621.44, 621.46, 621.48. This is a publication that contains all the rules for all the state agencies in Texas. The numbers listed above cover applicability of Texas open meetings law to ECI, program requirements, grant award and contract procedures, hearing procedures, procedural safeguards, and confidentiality. The rules are passed by the ECI Council and posted in the Texas Register for comment after which they become binding.

Federal Law:

Individuals with Disabilities Education Act (IDEA), P.L. 101-476, formerly known as Education of the Handicapped Children Amendments of 1986, P.L. 99-457. Part H of this law is the federal law governing the Texas ECI Program.

Family Education Rights and Privacy Act (FERPA). This law governs your right to confidentiality, right to inspect records, and right to limit who has access to personally identifiable information.

Copies may be obtained from your local program or from the state ECI Office in Austin at 1100 W. 49th St., Austin, TX 78756, tel. 512-458-7673.

LAWS GOVERNING CHILDREN OVER AGE 3

Information about laws governing services for children over age 3 may be obtained by calling the Texas Education Agency Division of Special Education Programs at 512-463-9414.

DEFINITIONS

Adaptive Development - self-help skills, the child's ability to do every day tasks, such as feeding, or potty training.

Advocacy - the act of supporting or defending your child's interests and rights.

Assessment - test(s) to determine your child's strengths and needs.

Case Management - planning for and locating the services you and your child need such as, transportation, doctor visits, therapy, respite care. The person who does case management is the case manager. The term currently used is "service coordination."

Cognitive Skills - skills needed to understand other people, process information, and make decisions. Reasoning skills.

Comprehensive Services (Full Year) - services provided to your child based on need for 48 weeks of the year.

Confidentiality - your right to limit who may be allowed to see information and records about you or your family.

Consent - an agreement you make with a program. Anytime you give permission for initial assessment or services. Consent is always voluntary and you may revoke it at any time. You can always choose not to agree to some services. Informed Consent - when you have been given all the information you need to make a decision.

Early Childhood Intervention Program - a program which provides services to infants and toddlers with developmental delay.

Eligibility Requirements - the requirements your child and family must meet to enter an ECI program.

Evaluation - overall determination of your child's performance level, using all assessments and tests conducted, and all information gathered.

Hearing - a formal process at which your complaints can be heard by a person who has knowledge of the ECI Program.

Human Resources Code - the state law governing human resources issues.

IEP - Individualized Education Plan. The name of the plan for services in public school special education programs that children may enter when they reach age 3.

IFSP -Individualized Family Service Plan. A plan for your child's and family's services in the ECI program.

Mediation - a method for solving a problem you have with a program. You and a staff member of the program meet with an uninvolved person to solve the problem.

Motor Skills - muscle skills and coordination. Gross motor skills are those needed for sitting up, rolling over, crawling, and walking. Fine motor skills are those needed for grasping, writing, using a paint brush or a spoon, tying shoelaces, snapping up or buttoning up clothes.

Native Language - the language or mode of communication that you normally use.

Outcomes - statements of changes that you want to see in your child or family. These statements are part of the IFSP.

Parent - a parent or guardian or a person who is acting as a parent of a child or an appointed surrogate parent, or a representative of the Department of Human Services (TDHS) when the child is under the care of TDHS.

Personally Identifiable Information - family names, social security numbers, addresses, and other information that could be used to identify you.

Prior Written Notice - a letter you receive 10 days before a meeting to plan for your child's assessment or services and before any new evaluation for determining services.

Procedural Safeguards - your rights and protections under the law.

Service Coordination - the new term for "case management."

Texas Interagency Council on Early Childhood Intervention-the council that awards funds and makes rules for early childhood intervention (ECI) programs in Texas.

Texas Early Childhood Intervention Program-the state interagency program which carries out the policies and rules of the ECI Council and funds local agencies and organizations to provide family-focused services to infants and toddlers.

Transition - the move from another program to an ECI program. The move from an ECI program to a public school program or another program at age 3.

Waive or Waive Your Right - your permission to allow a rule to be broken. For example, there is a rule that the program must give you 10-days advance notice before an assessment. If you wish to meet earlier, you are permitting the rule to be broken.

PARENTS' RIGHTS BOOKLET ACKNOWLEDGMENT FORM

Name of Parent _____

Name of Child _____

Date of Birth _____

Name of Program _____

Program Address _____

_____

This is to verify that I have received a copy of the ECI Parents' Rights Handbook, which informs me of my rights and my child's rights while he or she is enrolled in a program funded by the Texas Early Childhood Intervention Program. These rights have been explained to me by

_____ _____
name position

_____
date

I understand that my rights include the right to:

(1) Receive this and all other notices in a language that I understand best (primary language) or, if needed, a translation of such orally, in sign language, or in braille as appropriate

(2) Receive answers from ECI program personnel to additional questions I may have

(3) File a complaint, or request a hearing or mediation should I not agree with any service being provided or not being provided

My signature below indicates that I received the booklet and understand its contents.

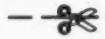
_____
Signature of Parent, Surrogate Parent, or Guardian

Date signed _____

ECI UPDATE ORDER FORM

ECI PARENTS' RIGHTS HANDBOOK

The Texas ECI Program publishes a quarterly newsletter that includes information for families of children enrolled in ECI services. If you would like to receive this free newsletter, please fill out, tear off, and mail the form below.



I WOULD LIKE TO RECEIVE THE ECI UPDATE.

DATE _____

NAME _____

ADDRESS _____

_____

ZIP CODE

Mail to:

UPDATE
Texas ECI Program
1100 W. 49th Street
Austin, Texas 78756